

The **ACT National Career Readiness Certificate™** (ACT NCRC™) is an assessment-based credential powered by ACT WorkKeys®. Issued at four levels, the ACT NCRC certifies the foundational work skills needed for success in jobs across industries and occupations.

The certificate holder has earned a **Platinum ACT NCRC**. A Platinum certificate indicates achievement of a **Level 6** or above on each of the ACT WorkKeys assessments that comprise the ACT NCRC.

The certificate holder's Level Score on each individual assessment is provided below. The types of skills measured by each assessment are described at right.

JANE SAMPLE

ACT WorkKeys Applied Mathematics <<AM Score>>
 ACT WorkKeys Locating Information <<LI Score>>
 ACT WorkKeys Reading for Information <<RI Score>>

The **ACT WorkKeys Applied Mathematics** assessment measures the ability to apply mathematics principles to math-related problems encountered in the workplace. The assessment measures five skill levels, and each level builds on the skills measured in the previous levels.

Level 7 earners can translate complex textual information into more advanced numeric expressions and perform calculations based on multiple separate mathematical operations. Information provided in Level 7 test questions may be incomplete.

Level 6 earners can translate complex textual information into numeric expressions and perform calculations based on multiple separate mathematical operations.

Level 5 earners can set up and solve mathematical problems that require multistep calculations based on several separate mathematical operations.

Level 4 earners can set up and solve mathematical problems that require several separate mathematical operations. Level 4 test questions may include extraneous information.

Level 3 earners can set up and solve mathematical problems commonly encountered in the workplace that require one-step mathematical operations.

The **ACT WorkKeys Locating Information** assessment measures the ability to find, analyze, and apply information presented in workplace graphics. The assessment measures four skill levels, and each level builds on the skills measured in the previous levels.

Level 6 earners can draw conclusions based on information found in one or more specialized or technical workplace graphics, including the ability to make predictions based on observed patterns.

Level 5 earners can draw conclusions based on information found in one or more complex workplace graphics, including the ability to apply information to situations not described in the scenario presented.

Level 4 earners can compare and summarize information found in one or more common workplace graphics.

Level 3 earners can find information presented in common workplace graphics and fill in information required by work-related forms.

The **ACT WorkKeys Reading for Information** assessment measures the ability to understand and apply information presented in workplace documents. The assessment measures five skill levels, and each level builds on the skills measured in the previous levels.

Level 7 earners can synthesize and apply information presented in one or more complex workplace documents. These documents are dense and include difficult concepts or descriptions of complicated procedures.

Level 6 earners can analyze and synthesize information presented in one or more complex workplace documents and requires inferences about the definition of specialized technical terms.

Level 5 earners can apply information presented in one or more complex workplace documents to situations not described in the test question and may require inferences about the definition of uncommon terms.

Level 4 earners can apply information presented in common workplace documents to situations not described in the test question.

Level 3 earners can understand terms, apply instructions, and identify the main ideas presented in common workplace documents.

Share Your ACT NCRC with Employers

Each ACT NCRC credential is registered in the ACT National Career Readiness Certificate database. If you take action to share your certificate (go to www.act.org/certificate/use.html for more information), it may be verified at www.act.org/certificate/verify.html. Include information about your achievement on the ACT NCRC on your resume or job applications and invite prospective employers to verify its authenticity:

ACT NCRC Level: [enter the level you have earned]
 Registered Certificate #: [enter the ID found on the front of your certificate]
 Issue Date: [enter the date on which you earned the certificate]

ACT[®] National Career Readiness Certificate[™]



ACT certifies that

JANE SAMPLE

has earned the ACT National Career Readiness Certificate[™] at the **Gold** level.

Registered Certificate # <<Certificate Identifier>>
Issue Date: <<Certificate Issue Date>>

 **KANSASWORKS**



The **ACT National Career Readiness Certificate™ (ACT NCRC™)** is an assessment-based credential powered by ACT WorkKeys®. Issued at four levels, the ACT NCRC certifies the foundational work skills needed for success in jobs across industries and occupations.

The certificate holder has earned a **Gold ACT NCRC**. A **Gold** certificate indicates achievement of a **Level 5** or above on each of the ACT WorkKeys assessments that comprise the ACT NCRC.

The certificate holder's Level Score on each individual assessment is provided below. The types of skills measured by each assessment are described at right.

JANE SAMPLE

ACT WorkKeys Applied Mathematics <<AM Score>>
 ACT WorkKeys Locating Information <<LI Score>>
 ACT WorkKeys Reading for Information <<RI Score>>

The **ACT WorkKeys Applied Mathematics** assessment measures the ability to apply mathematics principles to math-related problems encountered in the workplace. The assessment measures five skill levels, and each level builds on the skills measured in the previous levels.

Level 7 earners can translate complex textual information into more advanced numeric expressions and perform calculations based on multiple separate mathematical operations. Information provided in Level 7 test questions may be incomplete.

Level 6 earners can translate complex textual information into numeric expressions and perform calculations based on multiple separate mathematical operations.

Level 5 earners can set up and solve mathematical problems that require multistep calculations based on several separate mathematical operations.

Level 4 earners can set up and solve mathematical problems that require several separate mathematical operations. Level 4 test questions may include extraneous information.

Level 3 earners can set up and solve mathematical problems commonly encountered in the workplace that require one-step mathematical operations.

The **ACT WorkKeys Locating Information** assessment measures the ability to find, analyze, and apply information presented in workplace graphics. The assessment measures four skill levels, and each level builds on the skills measured in the previous levels.

Level 6 earners can draw conclusions based on information found in one or more specialized or technical workplace graphics, including the ability to make predictions based on observed patterns.

Level 5 earners can draw conclusions based on information found in one or more complex workplace graphics, including the ability to apply information to situations not described in the scenario presented.

Level 4 earners can compare and summarize information found in one or more common workplace graphics.

Level 3 earners can find information presented in common workplace graphics and fill in information required by work-related forms.

The **ACT WorkKeys Reading for Information** assessment measures the ability to understand and apply information presented in workplace documents. The assessment measures five skill levels, and each level builds on the skills measured in the previous levels.

Level 7 earners can synthesize and apply information presented in one or more complex workplace documents. These documents are dense and include difficult concepts or descriptions of complicated procedures.

Level 6 earners can analyze and synthesize information presented in one or more complex workplace documents and requires inferences about the definition of specialized technical terms.

Level 5 earners can apply information presented in one or more complex workplace documents to situations not described in the test question and may require inferences about the definition of uncommon terms.

Level 4 earners can apply information presented in common workplace documents to situations not described in the test question.

Level 3 earners can understand terms, apply instructions, and identify the main ideas presented in common workplace documents.

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 Registered Certificate #: [enter the ID found on the front of your certificate]
 Issue Date: [enter the date on which you earned the certificate]

ACT[®] National Career Readiness Certificate™



ACT certifies that

JANE SAMPLE

has earned the ACT National Career Readiness Certificate™ at the **Silver** level.

Registered Certificate # <<Certificate Identifier>>
Issue Date: <<Certificate Issue Date>>

 **KANSASWORKS**



The ACT National Career Readiness Certificate™ (ACT NCRC™) is an assessment-based credential powered by ACT WorkKeys®. Issued at four levels, the ACT NCRC certifies the foundational work skills needed for success in jobs across industries and occupations.

The certificate holder has earned a **Silver ACT NCRC**. A Silver certificate indicates achievement of a **Level 4** or above on each of the ACT WorkKeys assessments that comprise the ACT NCRC.

The certificate holder's Level Score on each individual assessment is provided below. The types of skills measured by each assessment are described at right.

JANE SAMPLE

ACT WorkKeys Applied Mathematics <<AM Score>>
 ACT WorkKeys Locating Information <<LI Score>>
 ACT WorkKeys Reading for Information <<RI Score>>

The ACT WorkKeys Applied Mathematics assessment measures the ability to apply mathematics principles to math-related problems encountered in the workplace. The assessment measures five skill levels, and each level builds on the skills measured in the previous level's.

Level 7 earners can translate complex textual information into more advanced numeric expressions and perform calculations based on multiple separate mathematical operations. Information provided in Level 7 test questions may be incomplete.

Level 6 earners can translate complex textual information into numeric expressions and perform calculations based on multiple separate mathematical operations.

Level 5 earners can set up and solve mathematical problems that require multistep calculations based on several separate mathematical operations.

Level 4 earners can set up and solve mathematical problems that require several separate mathematical operations. Level 4 test questions may include extraneous information.

Level 3 earners can set up and solve mathematical problems commonly encountered in the workplace that require one-step mathematical operations.

The ACT WorkKeys Locating Information assessment measures the ability to find, analyze, and apply information presented in workplace graphics. The assessment measures four skill levels, and each level builds on the skills measured in the previous level's.

Level 6 earners can draw conclusions based on information found in one or more specialized or technical workplace graphics, including the ability to make predictions based on observed patterns.

Level 5 earners can draw conclusions based on information found in one or more complex workplace graphics, including the ability to apply information to situations not described in the scenario presented.

Level 4 earners can compare and summarize information found in one or more common workplace graphics.

Level 3 earners can find information presented in common workplace graphics and fill in information required by work-related forms.

The ACT WorkKeys Reading for Information assessment measures the ability to understand and apply information presented in workplace documents. The assessment measures five skill levels, and each level builds on the skills measured in the previous level's.

Level 7 earners can synthesize and apply information presented in one or more complex workplace documents. These documents are dense and include difficult concepts or descriptions of complicated procedures.

Level 6 earners can analyze and synthesize information presented in one or more complex workplace documents and requires inferences about the definition of specialized technical terms.

Level 5 earners can apply information presented in one or more complex workplace documents to situations not described in the test question and may require inferences about the definition of uncommon terms.

Level 4 earners can apply information presented in common workplace documents to situations not described in the test question.

Level 3 earners can understand terms, apply instructions, and identify the main ideas presented in common workplace documents.

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ACT[®] National Career Readiness Certificate™



ACT certifies that

JANE SAMPLE

has earned the ACT National Career Readiness Certificate™ at the **Bronze** level.

Registered Certificate # <<Certificate Identifier>>
Issue Date: <<Certificate Issue Date>>

 **KANSASWORKS**



The **ACT National Career Readiness Certificate™ (ACT NCRC™)** is an assessment-based credential powered by ACT WorkKeys®. Issued at four levels, the ACT NCRC certifies the foundational work skills needed for success in jobs across industries and occupations.

The certificate holder has earned a **Bronze ACT NCRC**. A **Bronze** certificate indicates achievement of a **Level 3** or above on each of the ACT WorkKeys assessments that comprise the ACT NCRC.

The certificate holder's Level Score on each individual assessment is provided below. The types of skills measured by each assessment are described at right.

JANE SAMPLE

ACT WorkKeys Applied Mathematics <<AM Score>>
ACT WorkKeys Locating Information <<LI Score>>
ACT WorkKeys Reading for Information <<RI Score>>

The **ACT WorkKeys Applied Mathematics** assessment measures the ability to apply mathematic principles to math-related problems encountered in the workplace. The assessment measures five skill levels, and each level builds on the skills measured in the previous levels.

Level 7 earners can translate complex textual information into more advanced numeric expressions and perform calculations based on multiple separate mathematic operations. Information provided in Level 7 test questions may be incomplete.

Level 6 earners can translate complex textual information into numeric expressions and perform calculations based on multiple separate mathematic operations.

Level 5 earners can set up and solve mathematic problems that require multistep calculations based on several separate mathematic operations.

Level 4 earners can set up and solve mathematic problems that require several separate mathematic operations. Level 4 test questions may include extraneous information.

Level 3 earners can set up and solve mathematic problems commonly encountered in the workplace that require one-step mathematic operations.

The **ACT WorkKeys Locating Information** assessment measures the ability to find, analyze, and apply information presented in workplace graphics. The assessment measures four skill levels, and each level builds on the skills measured in the previous levels.

Level 6 earners can draw conclusions based on information found in one or more specialized or technical workplace graphics, including the ability to make predictions based on observed patterns.

Level 5 earners can draw conclusions based on information found in one or more complex workplace graphics, including the ability to apply information to situations not described in the scenario presented.

Level 4 earners can compare and summarize information found in one or more common workplace graphics.

Level 3 earners can find information presented in common workplace graphics and fill in information required by work-related forms.

The **ACT WorkKeys Reading for Information** assessment measures the ability to understand and apply information presented in workplace documents. The assessment measures five skill levels, and each level builds on the skills measured in the previous levels.

Level 7 earners can synthesize and apply information presented in one or more complex workplace documents. These documents are dense and include difficult concepts or descriptions of complicated procedures.

Level 6 earners can analyze and synthesize information presented in one or more complex workplace documents and requires inferences about the definition of specialized technical terms.

Level 5 earners can apply information presented in one or more complex workplace documents to situations not described in the test question and may require inferences about the definition of uncommon terms.

Level 4 earners can apply information presented in common workplace documents to situations not described in the test question.

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